



## **COUNTY OF SAN DIEGO**

**Leon L. Williams San Diego County Human Relations Commission**

### **Agenda Item**

**Date:** July 14, 2020

**F.2.**

**To: Leon L. Williams San Diego County Human Relations Commission**

**Subject:**

#### **OVERVIEW OF THE COMMISSION BASED ON THE RESOLUTION AND BOARD LETTER ESTABLISHING THE COMMISSION**

##### **Overview**

The following provides an overview of the Leon L. Williams San Diego County Human Relations Commission (Commission) based on Resolution Number 20-054, adopted by the Board of Supervisors (Board). The Resolution and Board Letter are attached for reference.

On May 19, 2020 (26), the Board established the Commission. The Board established the Commission “to promote positive human relations, respect, and the integrity of every individual regardless of gender, religion, culture, ethnicity, sexual orientation, age, or citizenship status.” (Resolution No. 20-054, Section 1.)

The Commission consists of 31 members. The Board of Supervisors nominate fifteen (15) of the appointees, seven (7) are nominated by designated organizations, seven (7) are nominated by the Commission, and two (2) are ex-officio members. All nominees, other than the ex-officio members, are confirmed by the Board.

Nominations by the Commission require a majority vote of the Commission for the nominees to be forwarded to the Board for appointment. Applicants seeking consideration for nomination by the Commission submit an application to the Clerk of the Board. The Commission “attempt[s] to nominate members of the community to create a Commission that is reflective of the demographics, diversity, and culture of San Diego County, including, comprehensive representation of age, gender, socioeconomic status, ethnic background, culture, religion, sexual orientation, and geographical distribution, . . . consider the prospective Commissioner’s

knowledge and awareness of the problems and causes of intergroup tension and conflict . . . [and] demonstrated commitment to fostering better human relations . . .”

Commission Members terms are dependent upon how they were nominated. Nominations by a Board member serve terms concurrent with the nominating Supervisor, nominations by the identified organizations serve indeterminate terms, and Commission nominations serve a two-year term.

The Commission selects a Chairperson, Vice-Chairperson, and other officers it deems necessary. The Commission adopts bylaws that are forwarded to the Board for approval. A majority of the members currently appointed constitutes a quorum of the Commission. Motions require a majority vote of the members. The Commission establishes a regular meeting schedule. The Commission is subject to the Ralph M. Brown Act and all committee meetings shall be open to the public. The Commission may establish committees.

Within ninety (90) days of the full Commission being confirmed by the Board, the Commission Members shall create the duties and responsibilities. The duties and responsibilities are forwarded to the Board for approval.

The Commission may apply for funding from other public or private sources to provide for program costs, upon the approval of the Board. Commission Members do not receive compensation from the County.

**Recommendation(s):**

N/A

**Background**

The Commission is provided this overview to provide context for the discussion and action items on this Agenda and future agendas.

**Attachments**

Board Resolution Number 20-054

Board Letter dated May 19, 2020 (26)

**Board Policies Applicable**

Board Policy A-74

**Originating Department**

Office of Ethics and Compliance

**Contact Person(s):**

Claudia Silva

Office of Ethics and Compliance

(619) 531-5174

Resolution No: 20-054  
Meeting Date: May 19, 2020 (26)

**RESOLUTION OF THE BOARD OF SUPERVISORS  
ESTABLISHING THE LEON L. WILLIAMS SAN DIEGO  
COUNTY HUMAN RELATIONS COMMISSION**

WHEREAS, San Diego County Human Relations Commission (Relations Commission) was formed several decades ago to study ways to promote positive human relations, respect, and integrity in the community of San Diego County; and

WHEREAS, the Relations Commission ceased to meet and was defunded in the late 1990s due to lack of public interest and involvement; and

WHEREAS, in 2018, the Board of Supervisors was amended to delete the provisions establishing the Relations Commission and dissolved the Relations Commission; and

WHEREAS, in recognition of Human Rights Day, which is observed every year on the tenth day of December, the anniversary of the day that the United Nations General Assembly adopted, in 1948, the Universal Declaration of Human Rights; and,

WHEREAS, the Board of Supervisors wishes to establish a Human Relations Commission to support the idea that all human beings are born free and equal in dignity and rights; and,

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. Human Relations Commission. It is the policy of San Diego County to promote public health, welfare, and security. Therefore, the Board of Supervisors (Board) now establishes the Leon L. Williams San Diego County Human Relations Commission (Commission) to promote positive human relations, respect, and the integrity of every individual regardless of gender, religion, culture, ethnicity, sexual orientation, age, or citizenship status.

SECTION 2. Number and Appointment of Commission. The Commission shall consist of thirty-one (31) voting members. Each member of the Board shall nominate three Commissioners, at least one of whom shall be a youth (age 16-24), who are confirmed by the Board. In addition to the fifteen (15) Board nominated Commissioners, there shall also be the following Commissioners:

1. District Attorney or designee;
2. Sheriff or a designee;
3. Jewish Family Services designee;
4. The San Diego LGBT Community Center designee;
5. International Rescue Committee designee;
6. San Diego Rapid Response Network designee;

7. Southern California Tribal Chairmen's Association designee;
8. The San Diego Chapter of the Black Political Association of California;
9. Asian Pacific Islander representative who shall be appointed by the Union of Pan Asian Communities, Asian Business Association and San Diego API Coalition;
10. Commission Nominee;
11. Commission Nominee;
12. Commission Nominee;
13. Commission Nominee;
14. Commission Nominee;
15. Commission Nominee; and
16. Commission Nominee.

Commissioners 1 – and 2 shall serve ex-officio. Commissioners 3 – 9 shall be nominated by the person or entity listed and confirmed by the Board. Commissioners 10-16 shall be nominated by the Commission by majority and confirmed by the Board. All Commissioners shall be residents of the County of San Diego.

SECTION 3. Commission Nominations. Each Commission nomination shall: 1) consider all applications received at least two weeks before appointment, 2) attempt to nominate members of the community to create a Commission that is reflective of the demographics, diversity, and culture of San Diego County, including, comprehensive representation of age, gender, socioeconomic status, ethnic background, culture, religion, sexual orientation, and geographical distribution, and 3) consider the prospective Commissioner's knowledge and awareness of the problems and causes of intergroup tension and conflict. Prospective members shall have demonstrated a commitment to fostering better human relations in San Diego County.

Public notice and shall be given on when the Commission intends to nominate members to the Commission. Any application form shall be accessible by the public, as required by law. A record shall be kept of all applications filed for one year.

SECTION 4. Term of Office. Each Commissioner nominated by a Supervisor shall serve a term which shall run concurrently with the term of their nominating Supervisor. Commissioners listed 1-2 shall serve ex officio. Commissioners 3-9 shall serve at the pleasure of the person or organization so designated. Commissioners listed 10-16 shall serve a two-year term and until their successor has been appointed and qualified.

Each Commissioner shall represent the entire area and population of the County in performing their duties.

SECTION 5. Vacancies. A vacancy shall occur on the happening of any of the following events before the expiration of the term:

1. Death of the incumbent;
2. Resignation of the incumbent;
3. Removal at the pleasure of the appointing or nominating authority;
4. Ceasing of the incumbent to be a resident of the County of San Diego; or
5. Incumbent's absence from more than one-third of the regularly scheduled meetings in any 12 months or three consecutive regular meetings. When a vacancy occurs as the result of missing one-third of regularly scheduled meetings in one 12-month period or three consecutive regular meetings, both the member and the appointing Supervisor shall be notified of the vacancy by the Chairperson.

Vacancies shall be filled by the applicable nominating or appointing authority specified in Section 2.

#### SECTION 6. Organization.

1. Officers. The Commission shall select annually from its membership a Chairperson and a Vice-Chairperson and any other officers it deems necessary.
2. Rules. The Commission shall prepare and adopt the necessary rules and regulations for the conduct of its business. These rules and regulations are to be approved by the Board of Supervisors.
3. Quorum. A majority of members currently appointed to the Commission shall constitute a quorum. A majority of members shall be required to carry any motion or proposal.
4. Minutes. The Commission shall keep written minutes of its meetings, a copy of which shall be filed with the Clerk of the Board.
5. Meetings. The Commission shall be subject to the Ralph M. Brown Act. The Commission shall establish a regular meeting schedule and shall give public notice of the time and place of meetings. All meetings of the Commission, including any ad hoc committees or other committees appointed by the Commission, shall be open and public and all persons shall be permitted to attend any meetings of the Commission, including any ad hoc committees or other committees appointed by the Commission. The location of Commission meetings, including those of any ad hoc committees or other committees appointed by the Commission, shall be determined with consideration for equal and fair access for persons residing in all areas of the County, and for geographical, social or economic interest in matters to be considered at a particular meeting.

#### SECTION 7. Establishment of Committees.

1. Ad Hoc Committees. The Commission may appoint committees to carry out the functions and duties of the Commission. Any committee appointed shall consist of not fewer than three members, including at least one Commission member. The actions and recommendations of committees shall not be deemed the action of the Commission and shall in no way bind the Commission or its members. The committee shall cease to exist on completion of its assignment.

2. Volunteer and Consultant Services. The Commission may benefit from the services of volunteer workers and volunteer consultants who serve without compensation or reimbursement of expenses. Service from an individual as a volunteer worker or volunteer consultant shall not be considered as service for or employment by the County.

SECTION 8. Compensation. Members of the Commission shall receive no compensation.

SECTION 9. Duties and Responsibilities. Once the full Commission has been appointed and confirmed by the Board, Commission members shall create the duties and responsibilities by a simple majority vote within ninety (90) days after formation and approved by the Board of Supervisors. Said duties and responsibilities can be updated or amended as needed with a thirty (30) day noticed meeting, and a simple majority vote for approval and approved by the Board.

SECTION 10. Non-County Funding. The Commission may, with the approval of the Board of Supervisors, apply for donations, grants, or other funding from public or private sources to provide for program costs of the Commission.

SECTION 11. Staff Assistance. The Chief Administrative Officer shall provide the necessary administrative and clerical staff of the Commission.

SECTION 12. Sunset Review and Expiration. The Commission shall be reviewed as a part of the regularly scheduled sunset review process.

APPROVED AS TO FORM AND LEGALITY  
THOMAS E. MONTGOMERY, COUNTY COUNSEL

BY: Rachel H. Witt, Chief Deputy

ON MOTION of Supervisor Fletcher, seconded by Supervisor Jacob, the above Resolution was passed and adopted by the Board of Supervisors, County of San Diego, State of California, on this 19<sup>th</sup> day of May 2020, by the following vote:

AYES: Cox, Jacob, Gaspar, Fletcher, Desmond

STATE OF CALIFORNIA)  
County of San Diego)<sup>SS</sup>

I hereby certify that the foregoing is a full, true and correct copy of the Original Resolution entered in the Minutes of the Board of Supervisors.

ANDREW POTTER  
Clerk of the Board of Supervisors

By: \_\_\_\_\_

Teresa Zurita, Deputy



Resolution No. 20-054  
Meeting Date: 05/19/20 (26)







## **NATHAN FLETCHER**

**SUPERVISOR, FOURTH DISTRICT  
SAN DIEGO COUNTY BOARD OF SUPERVISORS**

### **AGENDA ITEM**

COUNTY OF SAN DIEGO

2020 MAY 15 AM 8:37

CLERK OF THE BOARD  
OF SUPERVISORS

**DATE:** May 19, 2020

**26**

**TO:** Board of Supervisors

#### **SUBJECT**

**CREATION OF THE LEON L. WILLIAMS SAN DIEGO COUNTY HUMAN  
RELATIONS COMMISSION (DISTRICTS: ALL)**

#### **OVERVIEW**

The protection and promotion of the human relations of all San Diego County residents are of utmost importance, particularly as the incidence of hate crimes, attacks, and other violent rhetoric challenge society and harm our residents. San Diego County has racial, cultural, and religious diversity that should be encouraged and safeguarded. The County of San Diego has a vital role to play in protecting and promoting human relations, which an independent Human Relations Commission can play a vital role in fostering a more inclusive and equitable San Diego County.

While social justice is always important, the timing for this Commission cannot be more apt. The recent acts by a few residents using their COVID-19 face covering as an excuse to wear a KKK hood and swastika masks are deplorable and demonstrate that more work is needed to eliminate hate in our region.

Former County Supervisor Leon L. Williams worked for inclusive policies that would benefit all San Diegans, as the first African American City Councilman and County Supervisor, The Commission is named in his honor.

#### **RECOMMENDATIONS**

##### **SUPERVISOR NATHAN FLETCHER**

1. Waive Board Policy A-74;
2. Adopt the Resolution titled: RESOLUTION OF THE BOARD OF SUPERVISORS ESTABLISHING THE LEON L. WILLIAMS SAN DIEGO COUNTY HUMAN RELATIONS COMMISSION.

#### **FISCAL IMPACT**

N/A

**CREATION OF THE LEON L. WILLIAMS SAN DIEGO COUNTY HUMAN RELATIONS COMMISSION (DISTRICTS: ALL)**

**BUSINESS IMPACT STATEMENT**

N/A

**ADVISORY BOARD STATEMENT**

N/A

**BACKGROUND**

Many Counties and Cities have established Human Rights or Relations Commissions, including, but not limited to: Alameda County; Humboldt County; Kern County; Los Angeles County; Marin County; Orange County; Sacramento; the city of San Diego; San Francisco; Santa Clara County; and Sonoma County. The County of San Diego previously had a Human Relations Commission, which dissolved in 2018. Advisory commissions were established in the aftermath of the Civil Rights Movement to promote civil rights, respect, and the integrity of every individual regardless of gender, religion, culture, ethnicity, sexual orientation, age, or citizenship status. These Commissions looked critically at government policies and practices as well as served as a liaison in the broader communities historically harmed by unjust practices, discrimination, prejudice, and bias.

The prior County's Human Relations Commission was established decades ago by County Supervisor Leon Williams. His objective in developing the commission was to promote positive human relations, respect and integrity within the County. Williams was a political pioneer who created inclusive policies to benefit all San Diegans during his 37 years in elected office. He was an early advocate of needle-exchange programs to combat AIDS and of freeway call boxes to help drivers stranded in a pre-cellphone world. Williams worked with the public defender's office to legislate stricter smoking laws. He pushed for community policing, smart growth and better transit options. Naming the Commission for Williams is a fitting tribute to a life of service.

While the prior Human Relations Commission was defunded in the late 1990s and dissolved in 2018, its impact – and now its absence – is felt throughout the County. Social injustice has always existed, but the COVID-19 pandemic exposed racist attacks against Asian Americans and offered an opportunity for white supremacists to use COVID-19 face coverings as an advertisement for hate.

The establishment of the Leon L. Williams San Diego County Human Relations Commission would be a positive step to reduce sources of tension and conflict in San Diego County. The Commission would make recommendations to alleviate discrimination and intolerance and serve as a resource to the Board of Supervisors and County departments on issues related to human rights and relations. The Commissioners would serve as a liaison to community groups, provide feedback on effective outreach and engagement tactics and review progress made to lessen hate crimes, bias, human rights violations and other related matters.

The Commission would consist of twenty-five voting members, and each County Supervisor would nominate two Commissioners. The Commissioners would include representatives from law enforcement, the Jewish community, the LGBTQ+ community, the Native American and the African American community and allow for the Commission to add unrepresented groups. The

**CREATION OF THE LEON L. WILLIAMS SAN DIEGO COUNTY HUMAN RELATIONS COMMISSION (DISTRICTS: ALL)**

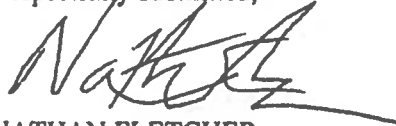
functions, duties, and governance structure of the Commission are identified in the attached resolution.

Today's action is to approve the resolution forming the Commission. The Board is also asked to waive Board Policy A-74, as this Commission has not been referred to the Chief Administrative Officer for a determination as to whether any existing Commission can fulfill the duties.

**LINKAGE TO THE COUNTY OF SAN DIEGO STRATEGIC PLAN**

Today's action to create the Leon L. Williams Human Relations Commission aligns with the County of San Diego Strategic Initiative Sustainable Environments/ Thriving by creating and promoting diverse opportunities for residents to exercise their human rights, build relations, and be recognized for their valuable contributions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Nathan Fletcher', with a long horizontal stroke extending to the right.

**NATHAN FLETCHER**  
Supervisor, Fourth District

**ATTACHMENT(S) Resolution No: XX // Resolution of the Board of Supervisors Establishing the San Diego County Human Relations Commission**

CREATION OF THE LEON L. WILLIAMS SAN DIEGO COUNTY HUMAN RELATIONS  
COMMISSION (DISTRICTS: ALL)

AGENDA ITEM INFORMATION SHEET

REQUIRES FOUR VOTES: ☐ Yes ☒ No

WRITTEN DISCLOSURE PER COUNTY CHARTER SECTION 1000.1 REQUIRED  
☐ Yes ☒ No

PREVIOUS RELEVANT BOARD ACTIONS:

Click here to enter text.

BOARD POLICIES APPLICABLE:

Click here to enter text.

BOARD POLICY STATEMENTS:

Click here to enter text.

MANDATORY COMPLIANCE:

Click here to enter text.

ORACLE AWARD NUMBER(S) AND CONTRACT AND/OR REQUISITION  
NUMBER(S):

Click here to enter text.

ORIGINATING DEPARTMENT: D4 Board of Supervisors

OTHER CONCURRENCE(S): Click here to enter text.

CONTACT PERSON(S):

Susan L. Guinn

Name

619-531-5700

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Emily Wier

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Emily.wier@sdcounty.ca.gov.

E-mail

Brandon Torres (Former D4 BOS staff)

Name

Phone

E-mail



## **COUNTY OF SAN DIEGO**

**Leon L. Williams San Diego County Human Relations Commission**

### **Agenda Item**

**Date:** July 14, 2020

**F.3.**

**To:** Leon L. Williams San Diego County Human Relations Commission

**Subject:**  
**PROCESS FOR COMMISSION NOMINATED SEATS**

#### **Overview**

The Leon L. Williams San Diego County Human Relations Commission (Commission) was established on May 19, 2020, to “promote positive human relations, respect, and the integrity of every individual regardless of gender, religion, culture, ethnicity, sexual orientation, age, or citizenship status.” (Resolution Number 20-054, Section 1.) The County of San Diego Board of Supervisors established the Commission as a “positive step to reduce sources of tension and conflict in San Diego County,” with the intention of making “recommendations to alleviate discrimination and intolerance and serve as a resource to the Board of Supervisors and County departments on issues related to human rights and relations. The Commissioners would serve as a liaison to community groups, provide feedback on effective outreach and engagement tactics and review progress made to lessen hate crimes, bias, human rights violations and other related matters.” (Board Letter, Agenda Item 26, May 19, 2020.)

The Commission is comprised of thirty-one (31) members. Of those thirty-one (31) members, the Commission nominates seven (7) members for appointment by the Board. There are factors for the Commission to consider in making their nominations. Specifically, “[e]ach Commission nomination shall: . . . attempt to nominate members of the community to create a Commission that is reflective of”:

- a. “the demographics, diversity, and culture of San Diego County;
- b. including, comprehensive representation of age, gender, socioeconomic status, ethnic background, culture, religion, sexual orientation, and geographical distribution;
- c. consider the prospective Commissioner’s knowledge and awareness of the problems and causes of intergroup tension and conflict; and,
- d. demonstrated commitment to fostering better human relations.”

(Resolution No 20-054, Section 3.)

Nominations by the Commission require a majority vote of the Commission for the nominees to be forwarded to the Board of Supervisors for appointment.

Applications for consideration should be submitted to Clerk of the Board. After Commission nomination approval, the nominees shall be forwarded to the Board of Supervisors for confirmation. Commissioners shall serve a two-year term and until their successor has been appointed and qualified.

In effort to bring forward nominations that reflect the various aspects identified above, staff would like to assist the Commission by informing community groups of the vacancies and encouraging participation in the application process. Staff would like to send out correspondence and flyers with information about the commission. Staff remains ready to assist the Commission as you nominate members for appointment. To have as many members as possible on the commission prior to significant work being completed, we would like to have as many of the additional seats filled by the beginning of August. This would require your Commission to submit names to the Board of Supervisors for approval by July 28th. Staff would like to propose the following process:

- Applicants seeking Commission nomination submit applications to Clerk of the Board via email no later than July 21<sup>st</sup>
- Staff send all submitted applications to your Commission on July 23rd for review prior to the July 28<sup>th</sup> Commission meeting
- On July 28<sup>th</sup>, have your Commission vote on new member applications for submission on the August 4<sup>th</sup> Board of Supervisors Agenda

**Action Item(s)**

Commission members be prepared to discuss process for Commission nominated seats, including provide direction regarding staff assistance in encouraging participation in the application process.

**Originating Department**

Office of Ethics and Compliance

**Contact Person(s):**

Claudia Silva

Office of Ethics and Compliance

(619) 531-5174



## **COUNTY OF SAN DIEGO**

**Leon L. Williams San Diego County Human Relations Commission**

### **Agenda Item**

**Date:** July 14, 2020

**F.4.**

**To:** Leon L. Williams San Diego County Human Relations Commission

**Subject:**

**DIRECTION ON INFORMATION NEEDED BY THE COMMISSION TO  
ASSIST IN ESTABLISHING COMMISSION GOALS**

#### **Overview**

When the Leon L. Williams San Diego County Human Relations Commission (Commission) was established on May 19, 2020, it was established to “promote positive human relations, respect, and the integrity of every individual regardless of gender, religion, culture, ethnicity, sexual orientation, age, or citizenship status.” (Resolution Number 20-054, Section 1.) The County of San Diego Board of Supervisors established the Commission as a “positive step to reduce sources of tension and conflict in San Diego County,” with the intention of making “recommendations to alleviate discrimination and intolerance and serve as a resource to the Board of Supervisors and County departments on issues related to human rights and relations. The Commissioners would serve as a liaison to community groups, provide feedback on effective outreach and engagement tactics and review progress made to lessen hate crimes, bias, human rights violations and other related matters.” (Board Letter, Agenda Item 26, May 19, 2020.)

As the Commission begins to determine its goals and shapes its future agendas, the staff supporting the Commission seeks direction on what information the Commission would like to receive to support its undertaking. Currently, staff anticipates presenting on the County’s diversity, inclusion, and equity investments made within its workforce and within the community at the July 28, 2020 Commission meeting. Thereafter, staff will present an overview of other Human Relations Commissions in California, at an August meeting.

**Action Item(s)**

Each Commissioner be prepared to provide direction to staff on the information they would need to assist in determining their goals and shaping its future agendas.

**Originating Department**

Office of Ethics and Compliance

**Contact Person(s):**

Claudia Silva

Office of Ethics and Compliance

(619) 531-5174





## **COUNTY OF SAN DIEGO**

Leon L. Williams San Diego County Human Relations Commission

### **Agenda Item**

**Date:** July 14, 2020

**G.1.**

**To:** Leon L. Williams San Diego County Human Relations Commission

**Subject:** SCHEDULE NEXT MEETING DATE FOR JULY 28, 2020, SUGGESTING  
10:00 A.M. TO 12:00 P.M. OR 4:30 P.M. TO 6:30 P.M.

#### **Overview**

The Leon L. Williams San Diego County Human Relations Commission (Commission) needs to schedule its meetings. As this is the first meeting of the Commission, we recommend the Commission schedule its next meeting for July 28, 2020 at either 10:00 a.m. to 12:00 p.m. or 4:30 p.m. to 6:30 p.m. Staff will bring forward a proposed calendar of meetings for the Commissions consideration and adoption at their next meeting.

#### **Action Item:**

Schedule the next regular meeting of the Commission for July 28, 2020 at either 10:00 a.m. to 12:00 p.m. or 4:30 to 6:30 p.m.

#### **Originating Department**

Office of Ethics and Compliance

#### **Contact Person(s):**

Claudia Silva

Office of Ethics and Compliance

(619) 531-5174





## **COUNTY OF SAN DIEGO**

Leon L. Williams San Diego County Human Relations Commission

### **Agenda Item**

**Date:** July 14, 2020

**G.2.**

**To:** Leon L. Williams San Diego County Human Relations Commission

**Subject:**  
**SELECTION OF INTERM CHAIRPERSON AND INTERIM VICE-CHAIRPERSON**

#### **Overview**

Pursuant to County Board of Supervisors Resolution 20-054 establishing the Leon L. Williams San Diego County Human Relations Commission (Commission), the Commission selects a Chairperson, Vice-Chairperson, and other officers it deems necessary. In addition, the Commission nominates seven (7) members for appointment by the Board of Supervisors. As those nominations have not yet occurred, staff recommends the Commission make interim selections for Chairperson and Vice-Chairperson. These interim selections would serve in this capacity until after the Commission nominees are appointed and the selection of Chairperson and Vice-Chairperson are placed on the next available Commission Agenda.

#### **Action Items:**

1. Select an Interim Chairperson to serve in this capacity until after the Commission nominees are appointed and the selection of Chairperson is placed on the next available Commission Agenda.
2. Select an Interim Vice-Chairperson to serve in this capacity until after the Commission nominees are appointed and the selection of Chairperson is placed on the next available Commission Agenda.

#### **Originating Department**

Office of Ethics and Compliance

#### **Contact Person(s):**

Claudia Silva

Office of Ethics and Compliance

(619) 531-5174





## **COUNTY OF SAN DIEGO**

**Leon L. Williams San Diego County Human Relations Commission**

### **Agenda Item**

**Date:** July 14, 2020

**G.3.**

**To:** Leon L. Williams San Diego County Human Relations Commission

**Subject:**

#### **ADOPTION OF INTERIM BYLAWS**

##### **Overview**

Pursuant to Board of Supervisors Resolution 20-054 establishing the Leon L. Williams San Diego County Human Relations Commission (Commission), the Commission prepares and adopts the rules and regulations for the conduct of their business. Because the full Commission has not yet been seated, staff recommends the Commission adopt interim bylaws. Once a full Commission has been seated, the Commission will formally adopt bylaws which will be submitted to the Board of Supervisors for approval.

These interim bylaws include a section for the duties of the Commission, which is required by Board Policy A-74. Resolution 20-054 also requires “[o]nce the full Commission has been appointed and confirmed by the Board, Commission members shall create the duties and responsibilities. . .within ninety (90) days after formation and approved by the Board of Supervisors.” (Resolution No. 20-054, Section 9.) As the “duties and responsibilities” will be part of the bylaws but cannot yet be prepared, interim bylaws will provide provisions for the conduct of Commission business. Once a full Commission has been seated, the “duties and responsibilities” will be placed on the Agenda for the Commission and upon adoption, will become part of the bylaws and forwarded to the Board of Supervisors for approval.

Staff has prepared interim bylaws for the Commissions consideration. The bylaws are based upon the Resolution establishing the Commission and Board Policy A-74.

**Action Item:**

Approve the interim bylaws.

**Attachments**

Interim Bylaws

**Board Policies Applicable**

Board Policy A-74

**Originating Department**

Office of Ethics and Compliance

**Contact Person(s):**

Claudia Silva

Office of Ethics and Compliance

(619) 531-5174

INTERIM BYLAWS OF THE  
HUMAN RELATIONS COMMISSION, LEON L. WILLIAMS SAN DIEGO COUNTY

Date Adopted: July 14, 2020

ARTICLE I – PURPOSE AND AUTHORITY

- Section A           The legal authority for the establishment and operations of the Leon L. Williams San Diego County Human Relations Commission (Commission) is set forth in the resolution of the Board of Supervisors establishing the Leon L. Williams San Diego County Human Relations Commission: Resolution No. 20-054, on May 19, 2020 (26).
- Section B           The purpose of the group is to promote positive human relations, respect, and the integrity of every individual regardless of gender, religion, culture, ethnicity, sexual orientation, age, or citizenship status.
- Section C           The Commission is a non-partisan, non-sectarian, non-profit making organization. It does not take part officially in, nor does it lend its influence to any political issues.
- Section D           Commissions are advisory to the Chief Administrative Officer and the Board of Supervisors.
- Section E           In anticipation of the full Commission being nominated and confirmed by the Board of Supervisors, these interim bylaws are set forth herein.

ARTICLE 2 - MEMBERSHIP AND TERM OF OFFICE

- Section A           (1)    The Commission shall consist of thirty-one (31) voting members authority who reside in the County of San Diego, appointed as follows:
- (a)    District Attorney or designee,
  - (b)    Sheriff or designee,
  - (c)    Jewish Family Services designee,
  - (d)    The San Diego LGBT Community Center designee,
  - (e)    International Rescue Committee designee,
  - (f)    San Diego Rapid Response Network designee,
  - (g)    Southern California Tribal Chairmen’s Association designee,
  - (h)    The San Diego Chapter of the Black Political Association of California,
  - (i)    Asian Pacific Islander representative who shall be appointed by the Union of Pan Asian Communities, Asian Business Association and San Diego API Coalition,
  - (j)    Seven (7) Commission Nominees; and,
  - (k)    Each member of the Board shall nominate three (3) Commissioners, at least one of whom shall be a youth (age 16-24).

- (2) Each Commission nomination shall:
  - (a) Consider all applications received at least two weeks before appointment,
  - (b) Attempt to nominate members of the community to create a Commission that is reflective of the demographics, diversity, and culture of San Diego County, including, comprehensive representation of age, gender, socioeconomic status, ethnic background, culture, religion, sexual orientation, and geographical distribution, and;
  - (c) Consider the prospective Commissioner's knowledge and awareness of the problems and causes of intergroup tension and conflict. Prospective members shall have demonstrated a commitment to fostering better human relations in San Diego County.

Section B                      The Commission is limited to thirty-one (31) voting members in accordance with the establishing authority.

Section C                      The terms of office as set forth in the establishing authority are as follows:

- (1) Commissioners 1 – and 2 shall serve ex-officio.
- (2) Commissioners 3-9 shall serve at the pleasure of the person or organization so designated.
- (3) Commissioners listed 10-16 shall serve a two-year term and until their successor has been appointed and qualified.
- (4) Each Commissioner nominated by a Supervisor shall serve a term which shall run concurrently with the term of their nominating Supervisor.

Section D                      A vacancy shall be recognized before the expiration of the term upon the occurrence of any of the following:

- (1) The death of the incumbent.
- (2) The resignation of the incumbent.
- (3) Removal at the pleasure of the appointing or nominating authority.
- (4) Ceasing of the incumbent to be a resident of the County of San Diego.
- (5) Incumbent's absence from more than one-third of the regularly scheduled meetings in any 12 months or three consecutive regular meetings. When a vacancy occurs as the result of missing one-third of regularly scheduled meetings in one 12-month period or three consecutive regular meetings, both the member and the appointing Supervisor shall be notified of the vacancy by the Chairperson.
- (6) Vacancies shall be filled by the applicable nominating or appointing authority specified in Membership Composition.



### ARTICLE III - DUTIES AND RESPONSIBILITIES

Section A Once the full Commission has been appointed and confirmed by the Board, Commission members shall create the duties and responsibilities by a simple majority vote within ninety (90) days.

### ARTICLE IV – OFFICERS

Section A The Commission shall select from its membership an Interim Chairperson and an Interim Vice-Chairperson who will serve in this capacity until the Commission nominees are confirmed by the Board of Supervisors and then the selection of the Chairperson and Vice-Chairperson occurs. Thereafter, the Commission shall select annually from its membership a Chairperson and a Vice-Chairperson and any other officers it deems necessary.

Section B The Commission shall prepare and adopt the necessary rules and regulations for the conduct of its business. These rules and regulations are to be approved by the Board of Supervisors.

Section C If an office is vacated, the Chairperson will temporarily appoint a member of the Commission to fill the vacancy until a new officer is elected. Such election shall be held within 30 days of the vacancy.

Section D The Chairperson provides general supervisory guidance to the Commission and presides over its meetings. The Chairperson assigns coordinating duties to the Vice-Chairperson as necessary. The Chairperson is the sole official spokesperson for the Commission unless this responsibility is delegated in writing.

Section E In the absence of the Chairperson, the Vice Chairperson assumes the duties and responsibilities of that office.

Section F The Secretary, or assigned staff, records the minutes of all Commission meetings and handles committee correspondence. The Secretary keeps the roll, certifies the presence of a quorum, maintains a list of all active representatives, and keeps records of actions as they occur at each meeting. It is the responsibility of the County staff assigned to the Commission to assure that posting of meeting notices in a publicly accessible place for 72 hours prior to the committee meeting occurs, to keep a record of such posting, and to reproduce and distribute the Commission notices and minutes of all meetings.

### ARTICLE V - SUBCOMMITTEES

Section A The Commission may appoint committees to carry out the functions and duties of the Commission. Any committee appointed shall consist of not fewer than three members, including at least one Commission member. The actions and recommendations of committees shall not be deemed the action of the Commission and shall in no way bind the Commission or its members. The committee shall cease to exist on completion of its assignment.

Section B All meetings of committees, including ad hoc committees, shall be open and public and all persons shall be permitted to attend.

Section C The location of committee meetings, including those of any ad hoc committees, shall be determined with consideration for equal and fair access for persons residing in all areas of the County, and for geographical, social or economic interest in matters to be considered at a particular meeting.

## ARTICLE VI - MEETINGS

- Section A Robert's Rules of Order govern the operation of the Commission in all cases not covered by these by-laws. The Commission may formulate specific procedural rules of order to govern the conduct of its meetings.
- Section B Any group voting is on the basis of one vote per person and no proxy or absentee voting is permitted.
- Section C The Commission shall be subject to the Ralph M. Brown Act. The location of Commission meetings shall be determined with consideration for equal and fair access for persons residing in all areas of the County, and for geographical, social or economic interest in matters to be considered at a particular meeting.
- Section D A majority of the members currently appointed shall constitute a quorum and shall carry any motion ("majority vote").
- Section E The Commission shall keep written minutes of its meetings, a copy of which shall be filed with the Clerk of the Board and posted onto the Commission's webpage if one is established.
- Section F The Commission shall adopt a regular meeting schedule and shall give public notice of the time and place of meetings. The Commission shall adopt a regular meeting schedule for each calendar year prior to the commencement of that year. Within 15 days of adoption, the meeting calendar will be available for viewing by the public on the Commission's website if established.

## ARTICLE VII - ADDITIONAL PROVISIONS

- Section A The Commission may benefit from the services of volunteer workers and volunteer consultants who serve without compensation or reimbursement of expenses. Service from an individual as a volunteer worker or volunteer consultant shall not be considered as service for or employment by the County.
- Section B Members of the Commission shall receive no compensation.
- Section C Ethics training ensures that Commission members uphold the highest standards of ethics while serving on the body and as officers of the County of San Diego. All members of the Commission shall complete the Fair Political Practices Commission training titled AB 1234 Local Ethics Training provided by the Office of the Attorney General within six (6) months of confirmation to the Commission. Commission members who have current AB 1234 Local Ethics Training completed shall provide the certificate of proof of training to the Director of the office or department providing the staff support to the Commission. All members of the Commission must complete the Local Ethics Training every two (2) years thereafter on a rolling basis and submit the proof of training to the Director office or department providing the staff support to the Commission. Section D The Commission may, with the approval of the Board of Supervisors, apply for donations, grants, or other funding from public or private sources to provide for program costs of the Commission.
- Section E The Commission may amend these bylaws as needed upon a majority vote. Amendments are to be approved by the Board of Supervisors.

- Section F No statements shall be made, or action by any Commission member on behalf of or in the name of the Commission unless specifically authorized by the Commission.
- Section G The contact person for the Committee is as follows:  
Claudia Silva  
Office of Ethics and Compliance  
Mail Stop: A-6  
(619) 531-5174





## **COUNTY OF SAN DIEGO**

Leon L. Williams San Diego County Human Relations Commission

### **Agenda Item**

**Date:** July 14, 2020

**G.4.**

**To:** Leon L. Williams San Diego County Human Relations Commission

**Subject:**

#### **OVERVIEW OF THE CONSULTANT REQUEST FOR PROPOSAL PROCESS AND REQUEST FOR COMMISSION INPUT ON REQUIREMENTS, BACKGROUND, AND EXPERIENCE OF THE CONSULTANT**

##### **Overview**

On June 23, 2020 (27), the Board of Supervisors established the Office of Equity and Racial Justice. As part of establishing that Office, the Board of Supervisors directed the Leon L. Williams San Diego County Human Relations Commission (Human Relations Commission/Commission/HRC) to develop the mission statement for the Office of Equity and Racial Justice. The Board also directed the Chief Administrative Officer to engage the services of a consultant to assist the Commission in the development of that mission statement, and to report back to the Board at the September 15, 2020 meeting.

Staff is preparing the Request for Proposal and welcomes the Commission's input on the general requirements and required background and experience. Today staff will present an overview of the process related to Requests for Proposals, the timeline estimated for this Request for Proposal, the requirements for which the Commission's input is sought, and avoiding potential conflicts of interest. In light of the Board's direction and timeline, Commission input is requested at this meeting so the services of a consultant can occur in a timely fashion.

##### **Action Item:**

Provide input for consideration on the general requirements and required background and experience for the Request for Proposal for a consultant to assist the Commission in developing the mission statement for the Office of Equity and Racial Justice.

## **Background**

On June 23, 2020 (27), the Board of Supervisors established the Office of Equity and Racial Justice. As part of establishing that Office, the Board of Supervisors directed the Human Relations Commission to develop the mission statement for the Office of Equity and Racial Justice. The Board also directed the Chief Administrative Officer to engage the services of a consultant to assist the Commission in the development of that mission statement, and to report back to the Board at the September 15, 2020 meeting.

Staff is preparing the Request for Proposal for a consultant to assist the Commission in developing a mission statement for the Office of Equity and Racial Justice. As part of this process, staff seeks the Commission's input on the general requirements and required background and experience. Below please find an overview of the process related to requests for proposals, the timeline estimated for this Request for Proposal, the requirements for which the Commission's input is sought, and potential conflicts of interest. In order to engage the services of a consultant a timely fashion and in light of the Board's direction, Commission input is requested at this meeting.

## **Request for Proposal Process**

The consultant will be selected through the Request for Proposals (RFP) process, where competitive proposals are sought through a publicly advertised process that allows for full and open competition; and proposals received are evaluated against stated criteria in an objective manner.

The RFP will contain a Statement of Work (SOW), which describes the work the consultant will do for the Commission. Commission input is requested for consideration when developing the general requirements of that Statement of Work.

A Source Selection Committee will evaluate the proposals received and recommend award. The process is designed to conduct an impartial and comprehensive evaluation. The proposals will be evaluated against stated criteria. Commission input is requested for consideration when developing the background and experience criteria for this evaluation.

Staff will return to the Human Relations Commission with a request for three Commission members to participate in the evaluation and selection on the Source Selection Committee.

As a contractor to the County, the selected consultant, and all persons involved in the requirements development and the selection process, must comply with all applicable Conflict of Interest provisions including those found in the California Political Reform Act and California Government Code 1090.

The Department of Purchasing and Contracting will provide a presentation with more details of the Request for Proposals process and conflict of interest provisions.

### Timeline for Request for Proposal

Pending today's input, the planned schedule will be to publish the RFP within one week of this meeting. The RFP will be open for responses for approximately three weeks from the posting date. This schedule will allow evaluation to begin in early August, which may provide for a Notice of Intent to Award (NOI) prior to the BOS meeting date of Sept 15.

### Requirements, Background and Experience

The following are the General Requirements and the Background and Experience criteria for which we seek the Commission's input:

#### General Requirements

- Consultant shall survey nationwide best practices for the development of an Office of Equity and Racial Justice (OERJ) for the County of San Diego and present same to the Human Relations Commission.
- Consultant's survey of nationwide best practices shall include looking at government entities of similar size and demographics as the County of San Diego.
- Consultant will facilitate discussion of the Human Relations Committee in developing the mission statement for the Office of Equity and Racial Justice.
- Consultant will provide information regarding equity, inclusion, systemic racism, and racial justice within the San Diego County environment to the Human Relations Commission as part of its facilitation of developing a mission statement.
- Consultant shall meet with the Human Relations Commission and any associated sub-committees as needed in furtherance of facilitating development of the mission statement.
- Consultant shall produce the mission statement as developed by the Human Relations Commission.
- Consultant shall advise as requested by the Human Relations Commission, which may include implementation of recommendations related to the mission statement and needs of the OERJ.
- Consultant shall facilitate and solicit community input regarding the mission statement and the OERJ, when and as requested by the HRC.

#### Background & Experience

- Demonstrated experience in the field of inclusiveness and diversity training and consulting.

- Experience working with government entities, public sector boards, commissions, committees, or other large organizations, with focus on equity, inclusion, diversity, systemic racism, and racial justice, to develop, review, or enhance equity and inclusion within those institutions.
- Understanding of Ralph M. Brown Act requirements and experience working with public entities subject to the Act.
- Understanding of issues of diversity, inclusion, and equity, including deep awareness and analysis of systems of oppression, power, and privilege and use of research-based strategies to transform work and community environments.
- Familiarity with research, data, and studies of diversity, inclusion, and equity regarding or applicable to the San Diego region.
- Knowledge of, and successful implementation of, diversity, inclusion, and equity work with large-scale diverse groups, teams, and/or organizations.
- Communication skills, particularly in working with diverse populations.
- Commitment to social change work.

**Attachments**

Minute Order, Board of Supervisors, June 23, 2020 (27)

**Originating Department**

Department of Purchasing and Contracting

**Contact Person(s):**

Allen Hunsberger

Department of Purchasing and Contracting

(858) 505-6362



**COUNTY OF SAN DIEGO  
BOARD OF SUPERVISORS  
TUESDAY, JUNE 23, 2020**

**MINUTE ORDER NO. 27**

**SUBJECT: FIGHTING FOR COMMUNITIES OF COLOR: ESTABLISHING AN  
OFFICE OF EQUITY AND RACIAL JUSTICE (DISTRICTS: ALL)**

**OVERVIEW**

Recent events in America have sparked difficult and much-needed conversations surrounding race and racism. Many of us were forced to look introspectively and face challenging realities about our own biases. White people in America have unearned privileges that people of color in our nation do not. These privileges present themselves in situations where race becomes a determining factor in access to opportunity and the ability to have access to life, liberty, and the pursuit of happiness.

Addressing these disparities through the lens racial of justice ensures we can begin to change inequities systematically. Racial inequities are prevalent in all communities--in some more than others--that is why a "one size fits all approach" is wrong.

There are clear differences between equity and equality. Equality is giving every person that "one size fits all approach" when they may need more resources, services or access. Equity is analyzing and evaluating the situation, community or individuals and coming up with an approach that will address their most urgent needs in a manner that allows them to be able to have resources, services, or access without additional societal barriers put in front of them. We need to address this.

Establishing an Office of Equity and Racial Justice cannot solve all societal problems nor all of the disparities that exist our nation, but it can include people in County government and use their voices to help shape policy and inform budget processes. As we continue to plan our response to, and recovery from, COVID-19, we need to work with all residents in our region to ensure that our County is responding to each community appropriately and addressing their needs. Our County can and should collaborate and work with organizations and agencies to engage with trusted community organizations to ensure that we can work to establish more equitable programs, services, and accessible resources to all.

I am asking for your support in directing the Chief Administrative Officer to establish an Office of Equity and Racial Justice, identify funding and staff resources to include in the upcoming budget and report back to the Board within 90 days on the structure, scope, roles, and responsibilities of the newly established office, including, but not limited to, priorities and budget-making process, manage oversight of Human Relations Commission, collaborate with county departments and the community to streamline and enhance restorative justice practices. It is my belief that if we stay focused on these objectives, we can chip away at existing inequities in our region

## **RECOMMENDATION(S)**

### **SUPERVISOR NATHAN FLETCHER**

1. Direct the Chief Administrative Officer to recommend changes to the budget to establish an Office of Equity and Racial Justice including three full-time employee positions: a Director of the Office of Equity and Racial Justice, two community representatives, and additional staff support, and refer these changes to budget for consideration during the Fiscal Year 2020-21 budget deliberations and adoption.
2. Direct the Chief Administrative Officer to return to the Board within 90 days and report back on the overall scope, roles and responsibilities of the Office of Equity and Racial Justice, including, but not limited to:
  - A. Engaging underserved communities and including them in setting County department priorities and budget-making process;
  - B. Administering the duties and responsibilities of the Human Relations Commission by providing staff support and facilitation of related meetings, activities, and membership;
  - C. Ensuring the involvement and participation of people of color in the contract source selection process;
  - D. Collaborating with County departments that administer restorative justice programs to report mutual activities, align best practices, identify barriers and gaps to ensure robust restorative practices throughout our region. And work alongside other jurisdictions in the region that have similar entities to ensure cohesion and avoid duplication of efforts;
  - E. Identifying state and federal grant opportunities to support the expansion of community-based restorative justice programs and activities, and in addition, set aside County funds for this purpose; and
  - F. Creating an outreach and engagement strategy targeting communities of color to ensure equitable application of County COVID-19 recovery efforts and include updates during other COVID-19 reports to the Board.

## **FISCAL IMPACT**

Funds for this request are not included in the Fiscal Year 2020-21 Interim Operational Plan. If approved, Fiscal Year 2020-21 costs and funding required to staff and maintain the functions of the new Office of Equity and Racial Justice are estimated to be \$1.1 million and will be referred to budget for consideration during the Fiscal Year 2020-21 budget deliberations and adoption.

## **BUSINESS IMPACT STATEMENT**

N/A

## **ACTION:**

A motion was made by Supervisor Fletcher, seconded by Supervisor Jacob, to adopt the recommendations.

A substitute motion was introduced.

ON MOTION of Supervisor Cox, seconded by Supervisor Desmond, the Board of Supervisors established the Office of Equity and Racial Justice, directed the Chief Administrative Officer to refer the formation of the San Diego County Office of Equity and Racial Justice to the Leon L. Williams Human Relations Commission to develop a mission statement for the Office, directed the Chief Administrative Officer to work with a consultant to assist with the development of the mission statement and seek community input, and requested the Chief Administrative Officer to report back to the Board on September 15, 2020, with a progress update and recommendations for staffing the Office.

AYES: Cox, Jacob, Gaspar, Fletcher, Desmond

State of California)  
County of San Diego) §

I hereby certify that the foregoing is a full, true, and correct copy of the Original entered in the Minutes of the Board of Supervisors.

ANDREW POTTER  
Clerk of the Board of Supervisors



Signed  
by Marvice Mazyck, Chief Deputy

